



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD# 26-07

MEMORANDUM

To: School Health and Nutrition Sponsors

From: Tina Herzog, Food Distribution Program Director
Arizona Department of Education

Date: 4/24/07

RE: FINAL Delivery Date for SY07 & USDA Commodity Physical Inventory

ADE and US Foodservice have scheduled physical inventory of USDA commodities the week of June 18th. **The last delivery day for commodities will be June 8th, therefore sponsors must place orders by June 1st.** While we conduct the annual physical inventory and reconcile with the warehouse, no commodities will be received or delivered. We anticipate resuming deliveries by July 31st, so please plan your orders accordingly.

Keep in mind this also applies to commodities that are in private storage. If you plan on ordering commodities out of private storage or putting commodities into private storage, you must do so by the June 8th deadline. The warehouse still requires the minimum quantity to be ordered or full pallets of one item per pallet to be placed into private storage.

If you have less than your 10 or 20 required cases to order, you may call Danielle Bowman at the number below to get an updated surplus list. Keep in mind, once we receive your surplus request, we allocate the commodities to you and you must then place the items on an order. **The surplus items are not automatically placed on an order for you.**

Please feel free to contact a member of the Food Distribution Team if you have any questions:

Tina Herzog – (602) 542-8781 Leona Benally – (602) 364-1965 Dawn Irvine – (602) 364-0714
Barbara Lado – (602) 542-8721 Danielle Bowman – (602) 542-8729

Page 1 of 1